

WEEKLY BULLETIN

May 9, 2005

Clearfield Job Corps Center

Vol. 14, No. 18

SST: #4 – Respecting Diversity

Safety at the Computer Workstation

Ergonomics is relative. People come in different shapes and sizes, and what works for one person may not work for another. Although you realize that proper equipment is important in minimizing your risk for injury, you might not be ready to purchase all the components for an ideal workstation. The most important rule is that you feel comfortable in your environment!

The following tips will help improve your current workstation, as well as workstations that are not your own such as at Clearfield.

First, prioritize your workstation needs.

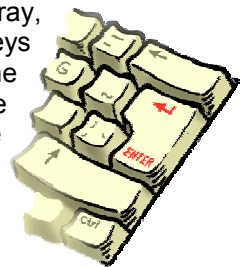
- Is your computer used primarily for word processing? If so, make sure that you have a good keyboard setup.
- Are you mostly a web surfer? If so, make sure that you have a good mouse/pointing device configuration.

Next, prioritize your physical needs.

Adjust your workstation to best meet your specific needs and to minimize the amount of strain necessary to perform your most common tasks. For example, if your right wrist tends to throb after 2 hours of inputting data into a spreadsheet, then try to obtain the best keyboard setup as soon as possible. If you are a graphic artist and spend most of your time working with a tablet, adjust work workstation so that you are most comfortable when performing that task.

Make your keyboard a priority.

If you use a desktop keyboard or one that is placed on a conventional, articulating tray, position the keyboard/tray either flat or at a downward slope (i.e. so that the row of keys beginning with the letters "QWERTY" is lower than the row of keys beginning with the letters "ZXCVBN." Never use the "legs" that many keyboards have attached to the upper part of their bottom surface. Doing so would place the keyboard at a positive slope, which should be avoided. Center your keyboard so that the space bar is roughly the same height as your elbows, with the "B" key lined up with your belly button.



Consider a wrist rest.

In the case of a desktop keyboard, you can also use a broad, flat wrist rest as a forearm support. The wrist rest should be approximately the same thickness as the bottom of your keyboard. Place the wrist rest midway between your wrists and elbow, but make sure that you are not compressing the area. Wrist rests should generally not be used as actual resting places for your wrists while typing. This is because wrist rests, especially the very soft, cushioned kind, actually contour to the wrists and encourage wrist twisting movements. Wrist rests are best used as a place to rest your wrists between periods of typing.

Continued on Page 4

SST #4 Respecting Diversity

The United States is a country with a diverse population made up of native peoples and immigrants from all over the world. Our similarities and our differences can be our strength when we respect one another and are open to learn from each other. However, if we perceive "difference" as being inferior or superior to others, we set the stage for unfair and unjust actions against people. Learning how to live, work, and play with people who are like and different from us in a spirit of respect, tolerance, and appreciation is necessary for the social, economic, and political survival of our nation.

Key Words & Concepts

CULTURE: the way of living that makes a group of people distinctive

DIVERSITY: the ways people can be different, such as age, gender, beliefs, ethnicity, language, physical appearance, race, national origin, sexual preference, and abilities

ETHNIC GROUP: a group of people who share a common heritage or culture

IDENTITY: the things that help make people who they are, such as age, gender physical appearance, culture, language, and beliefs

GENDER: male or female

NATIONAL ORIGIN: the country of one's birth or ancestry

RACE: a group of people with distinctive physical characteristics that are genetically inherited from one generation to the next

TOLERANCE: the ability to recognize and respect the beliefs and practices of others.

Emotions

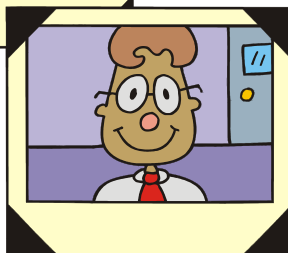
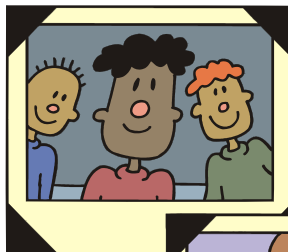
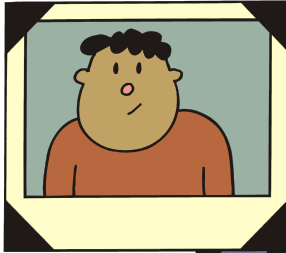
We often experience strong emotions when we face people who differ from us in aspects such as age, gender, beliefs, ethnicity, language, physical appearance, and abilities. Learning to respect diversity by showing tolerance, appreciation for differences, and the ability to handle those differences is a part of fulfilling the three basic human needs.

Change

The ways people differ from each other can change. Our age, beliefs, physical appearance, and abilities constantly change as we mature. Understanding these changes as natural and healthy adds to our ability to create environments that are respectful of differences.

Creating a Positive Environment

Our emotional response to something can create a positive or negative environment. When we have control over our emotions, we are able to use our hearts and our minds to make decisions and take action. Actions that come from our hearts and our heads often have positive results. When we lose control of our emotions, we often say or do things we later regret. These types of actions can cause damage to people, things, and relationships, resulting in a negative environment.



Academic Stars

Reading Completers

Joyce Pretty Weasel
Clifford Townsend

Math Completers

Mayra Arguelles
Elvin Boyd
Nadia Burney
Brittney Clemens
Heather Crabtree
Michael Dawes
Guadalupe Dominguez
Jose Felix
Kevin Jones
Valeree Gordon
Tova Houston
Sheena Paschal
John Robson
Marco Rodas
Tumua Tupuola
David Vanderhoof

GED Completers

Christianson Begay
Akeem Gray
Kevin Jones
Jesus Martinez
Bradley Petroff
John Smith
Jason Wright
Matthew Young

Obtained Driver's License

Justin Douglas
Jessica Utterback
William O' dell
Mark Alexander
Darnell Withers

Promotion/Status Change

ERIC ANSAH-ANTWI
Career preparation Specialist

CAROLLYN MATHIS
RN, on-call

Innovation Winners – March 2005

Color Coded Career Preparation "PCDP" Forms:

I would like to submit that Career Preparation color-code the PCDP papers. If the students were fast-tracked through Career Preparation that the PCDP be printed up on green paper, and if the student were held back, the PCDP could be printed up on yellow paper. This would help the scheduling process when we can identify quickly what students are in a different group from the one they started out in.

SUBMITTED BY:
NANCY LAW, CAMPUS SAFETY

School Song:

We need a school song – a song to express spirit and pride! To get everyone involved, the music department could have a "write a school song" contest. The song could be sung at awards assemblies, graduation, and other school functions. Maybe our new choir could sing the song at graduation.

SUBMITTED BY:
BONNIE ALLISON
FACILITY MAINTENANCE

Bus and 20-minute Walk-off Schedule Posters:

To help students understand the various schedules that they are eligible to leave center under, I propose that poster-sized signs be posted in areas around center where students congregate. These would be the Ogden and Salt Lake City bus loading zones, cafeteria, hallway 1 and the gate. These signs would contain days



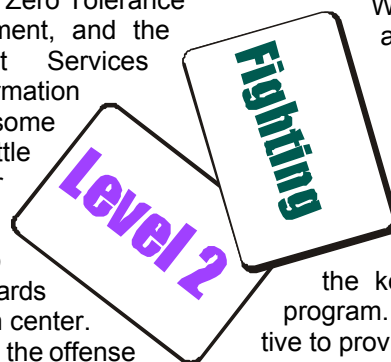
of operation and the schedules for the Ogden, Salt Lake City, and Local Gold Card buses as well as the hours that students can exit the center on a 20-minute walk-off from the gate.

SUBMITTED BY:
CALVIN "BUTCH" HESSELGESSER
CAMPUS SAFETY

Flash Cards for the Behavioral Management System/CDSS:

The new EDS has changed, requiring staff members to show knowledge of key areas: namely, the Zero Tolerance policy, student placement, and the Career Development Services System. While the information is accessible to all, some people may need a little extra help to remember the particulars.

I would like to recommend that flash cards be made up for staff on center. One side would contain the offense and the other would state which level the offense is (example: side one could say "fighting" and side two would say "level 2 offense"). For other areas of query, such as the questions in Knowledge of Placement, the question would appear on one side and the answer on the other.



I figure printing could design and print the cards. This will allow the students to have a "small" project to work on. They could either be blanket distributed on center, or they could be made available in a central area upon request. An "on request" distribution would be better because of the potential cost savings involved. Staff members who don't need it wouldn't have to pick them up. However, those who could benefit from this style of learning would have a way to more easily

remember the information they need about these areas. This could also provide invaluable to new staff that are inundated with so much information it is sometimes hard to figure out what to learn first. The flash cards would break this all down into bite-sized pieces they could gradually learn while learning their job duties. Playing games with the cards could encourage group study and help facilitate learning the material.

As to when, I recommend as soon as possible. It may be too late for the first quarterly evaluation; however, having them in place by mid-year would give those individuals who did not do well on the first quarterly evaluation to improve their scores over the next three. For those who do well, the cards could serve as a quick refresher.

Why? To facilitate learning and help the staff score higher on their evaluations. This is not the primary goal, however. The reason this requirement has been made is to ensure all staff know the key areas of the center program. Therefore, it is imperative to provide staff with a vehicle to remember the required material. In the the long run, both staff and students would win.

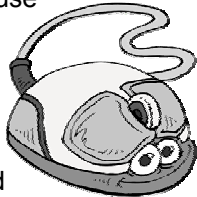
SUBMITTED BY:
CHRISTINE LEWIS, FOOD SERVICES

Remember to send your innovations to Alvin Richins in Career Transition by the end of each month to be eligible to win cash!!
Help us make our center a better place for our students and ourselves.

Continued from Page 1

Keep your mouse close.

If you don't have a mouse tray, at least make sure that the mouse is close to the side of your body, so that that your upper arm can remain relaxed and your posture can remain as neutral as possible.



Accommodate different sized-people.

Feet. If you have a fixed height workstation, and cannot purchase an adjustable keyboard tray, you can raise your chair and are get a footstool.

You can also use a footrest (or a makeshift footrest, such as wood box) for a child or a person of small stature. Just make sure that the feet are supported and the area behind the knees is not compressed.

Back. Back pillows, which come in a variety of shapes and sizes (circular, half circles, straight supports, wings) can be used to provide back support in a fixed chair. (If you cannot purchase a cushion, you can use a rolled towel.)

When purchasing a back cushion, consider the following:

- Will multiple people be using it?
- Does it need to be adjustable up and down?
- If it's a contoured cushion, is there anyone too wide to use it?

- Will it stay securely positioned where I first place it?

Arms. Purchase an adjustable keyboard tray to lower the keyboard on an otherwise fixed-height desk.

Residential Living

Unit 1:

We are currently focusing on furnishing students' rooms with more mirrors, pictures, rugs, etc. We will also purchase more sitting bags as funds become available.

G dorm is planning an off center dorm activity to Pineview Reservoir. They will barbeque for the third meal and participate in various group activities.

We would like to thank Maurice Canchola for substituting as the Senior Residential Advisor in F dorm during the absence of Jim Hansen.

We would also like to thank the staff of Food Services for their ongoing support of Residential Living.

Unit 2:

Thanks to the Accounting Department for all of their support in handling staff issues with timecards and checks issued for dorm use.

Unit 3:

K dorm students deserve a huge Thank You for their assistance in getting the floors done and putting up pictures on the walls. Big thanks to Mr. Murphy,

SRA in N dorm for helping the students do a wonderful job on the west side hallway floor. The floor looks great! Special thanks to Jeremiah Zobell, Jason Wilcox, Dean Axtell, Jesse Atkinson and Nicholas Dehn. These students have been a big help in the dorms. Kudos to Mr. Dailey and Mrs. Sorensen for their efforts in their dorms.

Unit 4:

Congratulations to Mark Sweeny for becoming the new R dorm president. The old president Mr. Berry will be moving to the honor dorms.

Q dorm is looking forward to a pizza party. They have been the cleanest dorm for the last week. Way to go Q dorm!! Q dorm has continued to make great leaps in cleanliness and dorm beautification. The dorm culture is becoming very good and I expect many good things from that dorm in the near future.

Unit 5:

Former student Onalina Viliamu who is employed at a local security company in Salt Lake City has been promoted to top supervisor. Way to go Onolina!!

T-North students have prepared skits to go along with the SST overview. The other dorms in Unit 5 would like to see the skit to get a few pointers.

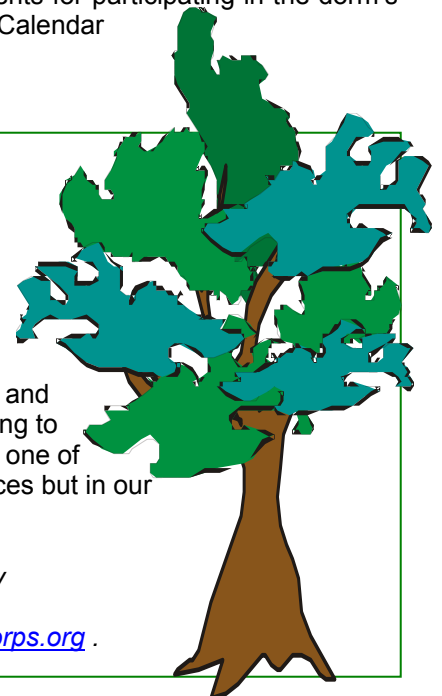
T-North sends their thanks to the students for participating in the dorm's Fun Calendar

"You helped me out"

Please note that the sentiments concerning Kathy Dobrowolski in last week's Bulletin were written by Mr. Hoffman when he presented her with the "tree." I apologize any confusion there may have been. ~~ Terry J. Moore

Kathy Dobrowolski presented the "tree" to **Meredith Lund, Dental Hygienist**, last week, and provided the following note: "Ever positive, always looking on the bright side, always willing to go out of her way to help. Kind and cheerful, caring and dedicated, that's Meredith Lund, one of our Dental Hygienists. She has the ability and gift to put a bright smile not only on our faces but in our very beings. Thanks for bringing me a smile."

Remember, the holder of the "tree" should pass the award on to someone else and notify Terry at extension 4202, so she can publish the name and department of the recipient. You can also email me your selection and reasons by Wednesday at moore.terry@jobcorps.org.



New SOP

We have just added a new SOP to the Intranet. SOP 318.18, Nonresident Status of Students, has been included in Chapter 3. Please update your new SOP books.

The new Standard Operating Procedures are all dated April 1, 2005, and supersede all previous issues.

If you need assistance, please call Terry Moore at extension 4201 for help on how to retrieve the SOP and put your books together.

We have new book covers and all the index labels in the computer. We would be happy to share.

Vocational News

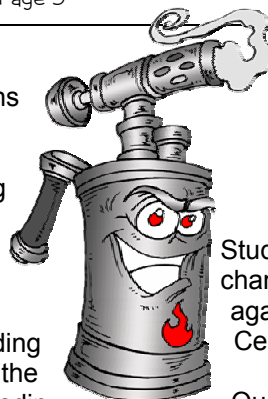
Mr. Gordon Osborne requested that the vocational instructors emphasis basic math and reading/writing skills in classes. This is to benefit the students in their employability skills.

Welding students have been cleaning for inspection and making repairs for automotive and UAW.

Welding students have completed steel columns for facilities maintenance. They will also complete the last railing for west side of E-8 now that they have gotten their bolts in.

Automotive will be holding safety class with the assistance of Dave Goodin, safety specialist for all fast track students.

Paul Hanson, Field Administrator for the united brotherhood of Carpenters, visited our center last and week.



Men:
Frank Murphy
Mathew Onigkeit
Dorington Mariathas
Martin Marr, Jr.

Student Brad Bootsma our chess champion swept the chess competition against Weber Basin Job Corps Center.

Our coed volleyball teams had an outstanding season in the Clearfield Recreation Community League. We had two coed teams participating and the Bulldogs came in second and third in their respective divisions. I want to thank Coach Joellyn Sharkey and Spring Thompson for making it happen for our students.

Our students are all pumped up for the start of the Intramural softball league. Hopefully, the weather will break and we can get started playing the games. We have started working on the ball field, so it will be safe for our student players. Part-time coach and former student Sol Hernon will be leaving us. Sol received a full-time job and had to give up his position here. Sol was instrumental in putting together the student game club on center. I want to wish Sol the best of luck.

Sack Talk

Our coed pool/billiards club dominated the challenge match against Weber Basin Job Corps Center on May 3. The team won 35 games out of 40 as they put on an exhibition that will be long remembered. Congratulations go out to our Bulldogs:

Ladies:
April Carpio – Patricia Alarid
Sasha McKissick – Summer Trujillo

"Tree Recipients"

The following staff members have been recognized by their peers for the "You helped me out" award. The little tree has been all around the center and will continue to travel as you recognize your peers for the little things they do everyday to help the students and our center.

Warren Beck, Property
Mike Bird, Facility Maintenance
Brenda Burks, Property/Linen Supply
Tony Burrell, Residential Living
John Bush, MIS
Loretta Cole, Residential Living
Lori Colson, UAW
Kathy Dobrowolski, TEAP
Vickie Dunn, MIS
Peggy Escuriex, Vocational Programs
Beth Fiorello, UAW-LETC
Henry Garcia, Property
Nicho Garcia, Vocational Programs
Dave Goodin, Safety
Dean Hoffman, Center Director
Kathy Holloway, Human Resources
Glen Horspool, Security

Frank Ipsen, Budget Analyst
Ned Jensen, Facility Maintenance
Grant Johnson, Purchasing
Kent Jones, Vocational Programs
Mary Jones, UAW-LETC
Ron Korth, Wellness Services
Robin Kuntz, SEP
Gail Lord, Vocational Programs
Meredith Lund, Wellness Services
Cindy Mann, Student Services
Kevin Massey, Residential Living
Jim McEwen, UAW-LETC
Terry J. Moore, Administrative Assistant
Gordon Osborn, Applied Academics
Maryee Otero, WBL
Gary Pack, Vocational Programs
Bonnie Parker, Purchasing

Linda Pizel, UAW-LETC
Francie Potter, Counseling Services
Anita Proul, Wellness Services
Wayne Ropelato, Vocational Programs
Mike Sacco, Facility Maintenance
Samruay Sullivan, Food Services
Dushaun Sattiewhite, MIS
Lisa Schlottman, UAW-LETC
Debbie Schmidt, Human Resources
Chad Smith, UAW-LETC
Jacque Snell, Residential Living
Kray Stanley, Security
Denise Tams, Accounting
Kees Terlouw, MIS
Ellie Webb, MIS
Lori Wickham, Residential Living
Guy Zesiger, Audiovisual